

HRSC-NW Training Highlights

Issue 13, Volume I

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Northwest Featured Training

Take Advantage of these No Cost Courses!

OLE-Organizational Leadership for Executives

Date: 1/26/04-2/06/04

Registration Deadline:

Location: Pacific Beach Conference Center

Alcohol & Drug Abuse Awareness

Date: 1/27/04

Registration Deadline: 1/06/04

Location: Jackson Park Community Center

HR Process Workshop – Real Time Recruitment and Merit Promotion

Date: 2/05/04

Registration Deadline: 1/15/04

Location: Jackson Park Community Center

Registering for a no cost course is simple!

For information on how to register, please visit our website and click on the "How to Register for Courses in the Puget Sound" link.

<http://www.donhr.navy.mil/nw/Training/TngHome.asp>



Capital Training News

What are you reading? Part II

*This is **part II** of a two-part article. Part II was posted in last month's issue. Click [here](#) to see part one.*

3. Under Sail By Migael Scherer

Going through a rough time? Need to be inspired? There are no quick fixes when trying to overcome something. Recovering from trauma is a long and challenging journey, as Migael Scherer of Seattle has chronicled. This fall, the professor at the University of Washington continues her personal story in "Back Under Sail: Recovering the Spirit of Adventure". Scherer details the challenges and, ultimately, exhilarations of being the only woman in a crew of six aboard a sailboat in a five-day race in the Alaskan waters near Juneau. She leaves her husband behind and courageously faces the race, the men and the inner demons that have bedeviled her. What emerges is a gripping tale of nature and psyche that provides much inspiration. "You use the wind to go forward," she writes, "even when it's against you."

4. The Leader as Communicator: Strategies and Tactics to Build Loyalty, Focus Effort, and Spark Creativity By Robert Mai, Alan Akerson

Leader's face issues unique to his or her particular organization, but at least three challenges are universal: building a sense of community among employees, keeping them focused through even the toughest transitions, and sparking the creativity necessary to keep the company on the cutting edge and at the top of the industry. The competency most crucial to meeting these challenges is communication. As a leader, you've got to understand not only your business's needs, but also those of its constituents. It is up to you to interpret, relay, and bring together the many (and sometimes conflicting) points of view while exercising the judgment and vision your people trust and expect. The Leader as Communicator examines the many communication-based roles you must master in order to maximize your effectiveness as a leader.

Well, that's our list! Enjoy, and happy reading!!!

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[The 2004 Northwest Leadership Conference and Expedition](#)

NORTHWEST COURSES

This is a current listing of **some** of the upcoming courses offered through the HRSC-NW Training Department. For more information such as a complete list of courses or how to register, please visit our website at www.donhr.navy.mil/nw/Training/TngHome.asp. *All courses held at Jackson Park Community Center unless otherwise stated.*

SCHEDULE OF COURSES

WORKING IN THE 21ST CENTURY- AM SESSION

DATE : 1/29/04
Deadline : 1/08/04
COST: \$55

WORKING IN THE 21ST CENTURY- PM SESSION

DATE : 1/29/04
DEADLINE : 1/08/04
COST: \$55

E-WRITING

DATE : 2/03/04
DEADLINE : 1/13/04
COST: \$110

CONFLICT MANAGEMENT

DATE : 2/05/04
DEADLINE : 1/15/04
COST: \$125

DISASTER PREPAREDNESS

DATE : 2/10/04
DEADLINE : 1/20/04
COST: \$45

FIRST AID AND ADULT CPR

DATE : 2/11/04
DEADLINE : 1/21/04
COST: \$45

INTRODUCTION TO SUPERVISION

DATE : 2/10/04-2/13/04
DEADLINE : 1/27/04
COST: \$340

LABOR RELATIONS FOR SUPERVISORS

DATE : 2/11/04-2/12/04
DEADLINE : 1/21/04
COST: \$0

PLACE: NAS WHIDBEY ISLAND

RETIREMENT PLANNING ESSENTIALS (FERS)

DATE : 2/18/04-2/19/04
DEADLINE : 1/28/04
COST: \$50

CAPITAL REGION COURSES

This is a current listing of **some** of the upcoming courses offered through the HRSC-NW Training Department. For more information, or a more detailed list, please visit our website. Click [here](#) to view our website. Click [here](#) for registration information. *All courses held at Cap Learning Center unless otherwise stated.*

SCHEDULE OF COURSES

CIVILIAN PERSONNEL UPDATE

DATE : 2/03/04
DEADLINE : 1/13/04
COST: \$0

ADVANCED SUPERVISION

DATE : 2/10/04-2/12/04
DEADLINE : 1/20/04
COST: \$240

PRE-RETIREMENT (CSRS)

DATE : 2/10/04-2/11/04
DEADLINE : 1/20/04
COST: \$100

GRIEVANCES WORKSHOP

DATE : 2/17/04
DEADLINE : 1/27/04
COST: \$0

FEDERAL BUDGET PROCESS

DATE : 2/18/04-2/19/04
DEADLINE : 1/28/04
COST: \$331

CIVILIAN MILITARY COURSE

DATE : 2/19/04
DEADLINE : 1/29/04
COST: \$0

HEARTSAVER FIRST AID COURSE

DATE : 2/19/04
DEADLINE : 1/29/04
COST: \$65

MID-CAREER FINANCIAL MANAGEMENT

DATE : 2/24/04
DEADLINE : 2/12/04
COST: \$166

ADA/REHAB ACT MEDIATION COURSE

DATE : 3/02/04-3/03/04
DEADLINE : 2/10/04
COST: \$0

Training News

Dear Training Guru!

We invite you to send us your questions by e-mailing us at training@nw.hroc.navy.mil. Watch for responses in upcoming issues of the HRSC, NW Training Highlights!

Q: What training will the government pay for?

A: Your activity or organization is authorized to pay, or reimburse you, for all or a part of the necessary expenses of training. Payment depends on the availability of funding and the priority attached to the training in accomplishing the mission objectives. Payment can include tuition, books, supplies, and travel. Sometimes, employees are asked to share costs with the activity. For example, the activity could pay half the cost of a college course, while you pay the other half. However, the activity or organization cannot pay for training that is unrelated to your official government duties.

To determine whether or not a specific class or training event is eligible for either full or partial governmental funding, check with your supervisor and/or fiscal officer. If you need further guidance on this area, please contact the HRSC-NW Training Department at training@nw.hroc.navy.mil.

TRAINING COORDINATOR **CORNER**

Tip of the Month

Thanks to a suggestion from an attendee at our recent Training Symposium, we are proudly introducing the Training Coordinator Corner. Each month we will take the opportunity to provide you with a helpful hint, which will hopefully make your job easier.

Is That Class Full?

Wondering if a class is full or if there are seats still available? Just check our Electronic Catalog on our website! If a class is full, it will be marked as full in the course title. It's that easy!

To view our Electronic Catalog, visit our website at: www.donhr.navy.mil/nw/Training/TngHome.asp

Web Tip of the Month

Search Our Web Site for **Northwest** Courses by Category!

1. Get to our search engine! There's several ways you can get there, however, if you're unsure about it just type in this address: <http://www.donhr.navy.mil/employees/Training.asp>
2. In the Course Title Keyword block enter one of the following Categories: **Automation**, **Human Resources**, **Leadership** or **Personal Development**
3. Enter NW in the Location Keyword block and select Northwest from the Region drop-down menu.
4. Click on Search Courses button. Want to know what this particular search finds? **Click on the picture below to find out!** P.S. Use your back button to return to the Training Bulletin.

Training Opportunities Database Search - Microsoft Internet Explorer

Address: <http://www.donhr.navy.mil/employees/Training.asp>

Thursday, November 20, 2003

HOME Welcome to DONHR JOB OPPORTUNITIES HR LIBRARY SR EXEC SERVICE HR SERV CENTERS

SEARCH CONTACT US US NAVY USMC

Training Opportunities

■ JOBS, JOBS, JOBS

■ EBIS

■ PAY & BENEFITS

■ TRAINING & CAREER DEVELOPMENT

■ CIVILIAN PERSONNEL PROGRAMS

Course Title Keyword: AUTOMATION

Course Location Keyword: NW

HRSC Region: Northwest

Courses From Date: 11/20/2003

Courses To Date:

Sort by: Start Date

Records Returned per Page: 100

Search Courses

Available soon
to the Capital
Region!